



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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MEMORANDUM TO:

OIC-Office of the Asst. Schools Division Superintendent
Elementary School Principals
Secondary School Principals (Non-Implementing Units only)
Elementary and Secondary School Financial Staff
SDO Finance Services
All Concerned

NOV 06 2020

**CY 2020 SCHOOL MOOE REPROGRAMMING ACTIVITY FOR AVAILABLE
BALANCES AND OTHER DOWNLOADED FUND**

The field is hereby informed that the division will be having a **1-day CY 2020 SCHOOL MOOE REPROGRAMMING ACTIVITY FOR AVAILABLE BALANCES and OTHER DOWNLOADED FUND** with the following schedule and time:

- DAY 1: NOVEMBER 11, 2020 – ELEMENTARY SCHOOLS
AM SESSION: DISTRICT 1, 8:00AM TO 12NN
PM SESSION: DISTRICT 2, 1:00PM TO 5 PM
- DAY 2: NOVEMBER 12, 2020 – SECONDARY SCHOOLS
AM SESSION: DISTRICT 1, 8:00AM TO 12NN
PM SESSION: DISTRICT 2, 1:00PM TO 5 PM

Expected participants are School Heads, (1) BAC Secretariat and Acting/School Bookkeeper. Participants are to bring the following:

1. Approved PRs/POs (untransacted to date)
2. Unpaid mandatory billing statements on hand
3. Latest Cash Disbursement Register (CDR)
4. Approved Revised Annual Procurement Plan (APP) with corresponding approved Work and Financial Plans (WFPs) and Project Procurement Management Plan (PPMPs)
5. Approved Basic Education Learning Continuity Plan (BE LCP)
6. Reprogrammed APP with PPMPs and WFPs if needed
7. PRs and POs based on reprogrammed APP if needed
8. Laptop

Strict compliance of assigned schedule shall be implemented to comply with the prescribed minimum health standards. Wearing of face mask, face shield and pre-registering through (<https://tinyurl.com/MOOREPROGRAM>) until November 09, 2020, 12NN.

All related expenses related to this activity chargeable against MOOE subject to budgeting, accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.



SHERYLL T. GAYOLA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent